



# भारत का राजपत्र

## The Gazette of India

असाधारण

### EXTRAORDINARY

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प्राधिकार से प्रकाशित

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह प्रलग संकलन के क्षय में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

#### MINISTRY OF HEALTH AND FAMILY PLANNING

(Department of Health)

#### NOTIFICATION

New Delhi, the 18th April 1967

**G.S.R. 571.**—In exercise of the powers conferred by sub-section (2) read with sub-section (1) of section 32 of the Post-Graduate Institute of Medical Education and Research, Chandigarh Act, 1966 (51 of 1966), the Central Government hereby makes the following regulations namely:—

1. **Short title and commencement.**—(1) These regulations may be called the Post-Graduate Institute of Medical Education and Research, Chandigarh Regulations, 1967.

(2) They shall come into force on the 21st day of April, 1967.

2. **Definitions.**—In these regulations unless the context otherwise requires:—

(a) "Act" means the Post-Graduate Institute of Medical Education and Research, Chandigarh Act, 1966 (51 of 1966);

(b) "Chairman" means the Chairman of the Governing Body of the Institute;

- (c) "Director" means the Director of the Institute;
- (d) "President" means the President of the Institute;
- (e) "Rules" means the Post-Graduate Institute of Medical Education and Research, Chandigarh, Rules, 1967;
- (f) "Schedule" means the Schedule to these regulations;
- (g) "section" means a section of the Act;
- (h) "standing Committee and ad-hoc committee" means respectively the standing and ad-hoc committee constituted under sub-section (5) of section 10.

**3. Time and place of meetings of Institute.**—The Institute shall meet at such times and places as the President may, from time to time determine;

Provided that the Institute shall meet at least once in every year.

**4. Power to call a meeting of Institute.**—The President may, at any time call a meeting of the Institute and shall do so if a requisition for that purpose is presented to him in writing by not less than eleven members specifying the subject of the meeting proposed to be called.

**5 Notice for meetings of Institute.**—(1) Not less than fourteen clear days' notice of every meeting of the Institute shall be given to each member who is for the time being in India.

(2) A notice may be served upon any member either personally or by post under certificate of posting in an envelope addressed to such member.

(3) Notwithstanding anything contained in sub-regulation (1), a meeting of the Institute at which any matter which is considered urgent by the President has to be taken up, may be called at a shorter notice.

**6. Quorum.**—(1) No business shall be transacted at a meeting of the Institute unless there are present at least eleven members.

(2) If within half an hour from the time appointed for holding a meeting, the quorum is not present, the meeting shall stand adjourned to a time, date and place to be determined by the President:

Provided that the meeting so adjourned shall be held within seven days of the date on which it was originally proposed to be held.

(3) If at any adjourned meeting also, the quorum is not present within half an hour from the time appointed for holding the meeting, the members present at the meeting shall form the quorum.

**7. Presidency over meetings of Institute.**—(1) The President shall preside over every meeting of the Institute.

(2) If the President is not present at any such meeting, the members present shall choose one from among themselves to be President of the meeting.

**8. Moving of resolution by members of Institute.**—Any member of the Institute desirous of moving any resolution at a meeting of the Institute shall give notice thereof in writing to the Secretary so as to reach him not less than ten days before the date of the meeting and when such notice has been given, the proposed resolution shall be circulated to the members.

**9. Transaction of business by circulation of papers.**—(1) Any business which may be necessary for the Institute to transact, may if the President so directs, be dealt with by circulation of papers under registered cover among all the members for the time being in India at their usual address, and any resolution so circulated and approved by all the members signing, shall be as effectual and binding as if the resolution had been passed at a meeting of the Institute.

(2) When any business is so referred to the members by circulation, a period of not less than fifteen clear days shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued.

(3) If a resolution is circulated, the results of circulation shall be communicated to all the members.

**10. Record of business.**—(1) A record shall be maintained of all business transacted by the Institute.

(2) All business of the Institute shall, as far as possible, be recorded in the form of resolutions and an entry of such decisions in the book of the proceedings of the Institute shall be conclusive evidence of the fact that such decisions were taken by the Institute.

(3) The proceedings of every meeting of the Institute shall be circulated to the members.

**11. Constitution of Governing Body.**—The Governing Body of the Institute shall consist of the following Members, namely:—

*Chairman*

(1) The President

*Members ex-officio*

(2) The Secretary to the Government of India Ministry of Health and Family Planning.

(3) The Vice-Chancellor of the Punjab University.

(4) The Director-General of Health Services.

(5) The member of the Institute representing the Ministry of Finance.

(6) The Director of the Institute.

(7) The Chief Secretary to the Government of Punjab.

(8) The Chief Secretary to the Government of Haryana

(9) The Chief Commissioner, Union Territory of Chandigarh.

(10) The Dean of the Institute.

*Members*

(11) Three members to be elected by the members of the Institute from amongst themselves, one of whom at least shall be a Member of Parliament.

(12) One Professor of the Institute nominated annually by the Institute.

**12. Powers and functions of Governing Body.**—The Governing Body shall exercise such powers and discharge such functions as are specified in the Schedule.

**13. Time and place of meetings of Governing Body.**—The Governing Body shall meet at such times and places as the Chairman may, from time to time determine:

Provided that the Governing Body shall meet once at least in three months.

**14. Power to call meetings of Governing Body.**—The Chairman may, at any time call a meeting of the Governing Body and shall do so if a requisition for that purpose is presented to him in writing by not less than eight members specifying the subject of the meeting proposed to be called.

**15. Notice for meetings of Governing Body.**—(1) Not less than fourteen clear days' notice of every meeting of the Governing Body shall be given to each member who is for the time being in India.

(2) A notice may be served upon any member either personally or by post under certificate of posting in an envelope addressed to such member.

(3) Notwithstanding anything contained in sub-regulation (1), a meeting of the Governing Body at which any matter which is considered urgent by the Chairman has to be taken up, may be called at a shorter notice.

**16. Quorum.**—(1) No business shall be transacted at a meeting of the Governing Body unless there are present at least eight members.

(2) If within half an hour from the time appointed for holding the meeting, the quorum is not present, the meeting shall stand adjourned to a time, date and place to be determined by the Chairman:

Provided that the meeting so adjourned shall be held within seven days of the date on which it was originally proposed to be held.

(3) If at any such adjourned meeting also, the quorum is not present within half an hour from the time appointed for holding the meeting, the members present at the meeting shall form the quorum.

**17. Presidency over meetings of Governing Body.**—(1) The Chairman shall preside over every meeting of the Governing Body.

(2) If the Chairman is not present at any such meeting, the members present shall choose one from among themselves to be Chairman of the meeting.

**18. Transaction of business by circulation of papers.**—(1) Any business which may be necessary for the Governing Body to transact may, if the Chairman so directs, be dealt with by circulation of papers under registered cover among all the members for the time being in India at their usual address, and any resolution so circulated and approved by all the members signing, shall be as effectual and binding as if the resolution had been passed at a meeting of the Governing Body.

(2) When any business is so referred to the members by circulation, a period of not less than ten clear days shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued.

(3) If a resolution is circulated, the results of circulation shall be communicated to all the members.

**19. Voting.**—All members submitted to a meeting of the Governing Body shall be decided by a majority of the members present and voting thereat, and in case of an equality of votes, the Chairman or the person presiding shall have a casting vote, in addition to the vote to which he may be entitled as a member.

**20. Record of business.**—(1) A record shall be maintained of all business transacted by the Governing Body.

(2) All decisions of the Governing Body shall, as far as possible, be recorded in the form of resolutions and an entry of such decisions in the book of proceedings of the Governing Body shall be conclusive evidence of the fact that such decisions were taken by the Governing Body.

(3) The proceedings of every meeting of the Governing Body shall be circulated to the members.

**21. Term of office of members of the Governing Body and filling of casual vacancies.**—(1) The term of office of a member elected under clause (11) of regulation 11 shall come to an end as soon as he ceases to be a member of the Institute.

(2) A casual vacancy in the membership of the Governing Body shall be filled up in accordance with the provisions of these regulations.

**22. Powers and functions of President.**—The President shall exercise such powers and discharge such functions as are specified in the Schedule.

**23. Standing and ad-hoc Committees.**—(1) The standing and *ad-hoc Committees* shall consist of the Director of the Institute as ex-officio member and such number of other members as are considered necessary:

Provided that the Standing Finance Committee shall include only members of the Institute.

Provided further that the number of persons who are not members of the Institute shall not exceed one-fourth of the total membership of each of the other standing or ad-hoc committees.

(2) The following matters shall be referred to the standing finance committee which shall consider them and make its recommendations thereon namely:—

- (a) annual accounts of the Institute showing the receipts and expenditure together with audit report thereon;
- (b) (i) budget estimates showing the estimated receipts and expenditure of the Institute; and
- (ii) incurring of any expenditure not included in the budget;
- (c) all proposals for the creation of posts;
- (d) all financial matters pertaining to the Institute;
- (e) all matters relating to the invitation and acceptance of tenders.

(3) The Standing Academic Committee shall consider all matters relating to the administration of the academic affairs of the Institute.

(4) The Standing Building Committee shall consider the proposals for the construction of new buildings, acquisition and disposal of land, additions or alterations and any other question relating to the maintenance and use of buildings belonging to the Institute.

(5) The term of office of the standing committee shall be five years from the date of its constitution and an ad-hoc Committee shall cease to function as soon as the specific functions for which the said committee is appointed, are completed.

(6) A casual vacancy in the standing committee or an ad hoc committee may be filled by the Institute by nomination.

**24. Travelling and daily allowance to be paid to President and members of Institute, Governing Body, Standing Committee and ad hoc committees.**—(1) The Chairman and members of the Governing Body and the Chairman and members of the standing committee and of ad hoc committees shall not receive any remuneration or other allowances except travelling and daily allowances for attending meetings of the Governing Body, a standing committee or an ad hoc Committee as the case may be.

(2) The President and every member of the Institute, the Chairman and members of the Governing Body, the standing and ad hoc committees, if they are whotetime officers of Government shall be entitled to such travelling and daily allowances for the performance of journeys for attending the meetings of the Institute, Governing Body, standing or ad hoc committees or for attending any other work of the Institute, as are admissible under the rules applicable to them for journeys performed on official duty.

(3) Where any travelling and daily allowances are paid to a member of the Institute, the Governing Body, Standing Committees or ad hoc committees, being an officer of Government, the Institute shall make necessary arrangements for re-imbursement of the amount so paid to the authority employing such officer.

(4) The President and members of the Institute, and the Chairman and members of the Governing Body, standing and ad hoc committees who are not officers of Government shall be entitled to travelling and daily allowances at the rates prescribed from time to time by the Central Government under Supplementary Rule 190 and the executive decisions and orders therunder.

(5) The President may, for special reasons sanction journeys by air, not otherwise admissible, by members of the Institute Governing Body, standing or *ad hoc* committees. For such journeys, travelling allowances shall be paid at the rates admissible to Grade I officers of the Central Government.

**25. Powers and duties of Director.**—(1) The Director shall be the Chief Executive officer of the Institute and shall exercise such powers and discharge such functions as are specified in the Schedule.

(2) The Director shall be in charge of the administration of the Institute and shall allocate duties to officers and employees of the Institute and exercise such supervision and executive control as are necessary.

(3) For the proper administration of the Institute, the Director shall have powers to delegate any of his powers conferred on him under the Act, the rules, and these regulations to any officer of the Institute subject to such limitations as may be imposed by the Governing Body.

**26. Powers to award prizes, scholarships, etc.**—The Institute may award such prizes, souvenirs, stipends and scholarships as may be decided by it from time to time.

**27. Admission to courses of studies.**—Twenty per cent. of the seats to every course of study in the Institute shall be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes or other categories of persons in accordance with the general orders issued by the Central Government from time to time.

**28. Award of degrees.**—The Institute may grant such degrees and diplomas as may be decided by the Institute from time to time.

**29. Conduct of examinations.**—(1) Such number of supervisors, invigilators and other staff as may be necessary for conducting the entrance and professional examinations of the Institute, may be appointed by the Director and remuneration shall be paid at the following rates, namely:—

(i) Head Supervisor—Rs. 10 per day.

(ii) Invigilators for written examinations and Assistants for practical examinations—Rs. 5 per day.

(iii) Subordinate staff, such as Typists, Laboratory Assistants, Laboratory Attendants, Animal Caretakers, etc.—Rs. 2 per day.

(2) Rates of remuneration payable to examiners, both external and internal for entrance and professional examination shall be as follows:—

(i) for setting question papers—Rs. 100 per paper.

(ii) for examining answer papers—Rs. 2 per paper.

(3) The fee for setting a question paper shall be divided equally amongst the paper-setters while the fee for examining the answer paper shall be paid in full to each examiner. In the subject in which there are practical, clinical and oral examinations, the fee payable shall be five rupees per candidate per subject.

**30. Employees to be whole-time servants.**—The Director and other employees of the Institute shall not undertake any work unconnected with their duties and functions assigned to them.

## SCHEDULE

*Powers of the Governing Body, the President and the Director (Vide Resolutions 12, 22 and 25).*

Sl. No.	Nature of Powers	Extent of Powers		
		Governing Body	President	Director
1	2	3	4	5
1	Powers of appropriation and re-appropriation.	Full Powers	.	Full powers within the main sub-head only (saving from salaries for example should not be re-appropriated for buying equipment or for contingency expenditure).
2	(a). Write off of loss of irrecoverable value of stores or money due to fraud, theft, etc.	Rs. 2000/- in each case.	Upto Rs. 1000/- in each case.	Upto Rs. 500/- in each case
	(b). Loss of income or of irrecoverable advance.			
	(c). Deficiencies and depreciation in the value of stores.			
3	To incur (i) contingent expenditure (ii) or expenditure on the purchase of stores and stationery and printing of forms.	Full powers	..	(i) Non-recurring Rs. 2000/- in each case subject to a maximum of Rs. 5000/- per year. Recurring Rs. 200/- per annum in each case  (ii) Full powers.
4	Maintenance of Buildings and petty works.			
	(a) Original works and special repairs.	Rs. 10,000/- in each case.	Upto Rs. 5000/- in each case.	Upto Rs. 2,500/- in each case.
	(b) Ordinary repairs	.	..	Full powers for minor repairs.
	(c) Annual repairs	.	..	Full powers
5	Power to sanction advance (i) for the purchase of conveyance and (ii) for travelling allowances	.	Full powers in the case of Director.	Full powers in respect of all officers and employees except himself.
6	Power to sanction advances/final withdrawals out of the contributory Provident Fund.	.	Full powers in the case of Director.	Full powers in respect of all officers and employees except himself.

1	2	3	4	5
7	Destruction of official records connected with accounts.	..	..	Full powers subject to the conditions laid down in clauses (c) and (d) of Appendix 13 to the General Financial Rules, Part II.
8	Power to direct the payment on the last working day of a month the pay and allowances of employees of the institute where the first four days of the following month are public holidays.	..	..	Full powers.
9	Power to order the retention of undisbursed pay and allowances of staff for any period not exceeding three months.	..	..	Full powers.
10	To allow mileage allowance by a route other than the shortest or cheapest.	..	..	Full power provided selection of the route is in the interest of the Institute.
11	To decide whether a particular absence is absence on duty.	..	Full powers for more than one month.	Full powers upto one month.
12	To countersign his own travelling allowance bills and those of other officers.	..	..	Full powers.
13	(i) Grant of casual leave.	..	Casual-leave of the Director.	Full power in respect of all officers and employees except himself.
	(ii) Grant of leave (except special disability leave)	..	Full powers for the Director.	Full powers for all officers and employees except himself.
14	To direct that an Officer on leave shall be considered to be in occupation of a residence.	..	..	Full powers, not exceeding four months.

[No. F. 1-6/67-ME (PG)]  
R. N. MADHOK, Jt. Secy.